



Town of Arlington, Massachusetts
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Minutes 10/29/2009

Capital Planning Committee Meeting Minutes October 29, 2009

In attendance were:

Steve Andrew
 John FitzMaurice
 Charles Foscett, Chairman
 Nancy Galkowski
 Steve Gilligan
 Diane Johnson
 Ruth Lewis*
 Anthony Lionetta
 Barbara Thornton

* Denotes those not in attendance

- **Meeting Opened:** Charlie Foscett called the meeting to order. Nancy Galkowski provided packets of information to CPC members. These packets included School Department Requests, Additional Requests from Police and Fire, Minutes of prior meetings and the Presentation made by the Town Manager to the Budget / Revenue Task Force. All Department requests are now in. Minutes of the 10/15/09, 2/5/09 and the 12/29/08 meetings were reviewed and approved.
- **State Budget:** Charlie Foscett noted a news story today that reported that the State will not be reducing local aid any more than it already has for this year.
- **Report to Budget / Revenue Task Force:** Nancy Galkowski reviewed the highlights of the presentation made by the Town Manager. This presentation is meant to set the stage for future discussions on what other measures can be taken to deal with expected budget shortfall.

While the Town will get the benefit of some residual balances this year from the Override Stabilization fund (one more year than anticipated on 5 year plan) the Town will still projected to have a \$4.7 million budget shortfall. This is despite significant measures over the years to reduce costs including staff reductions. Graphs were presented demonstrating the trends of decreasing Local aid, Expense per capita, New Growth and so on. Arlington (and towns like Arlington) is experiencing a greater proportional reduction of local aid. Also, it was noted that the Town's financial stats are typically in the lower third as compared to other communities.

- **Police Department Request:** The Police have made an additional request (\$15K) for new Audio/Video Recording Equipment for the Interview Room to replace outdated equipment. This is being recommended by the SJC and urged by the DA's office. Options range from using residual Capital balances, shifting \$'s from the Vest program or waiting till next year. The subcommittee will evaluate the current system, the new request and options for funding as part of their department review.

- **Fire Department Requests:** They are requesting raising the funding for the Highland Station from \$3.6 to \$4.2 Million. The CPC noted questions about separating out infrastructure costs from program and other costs. The request states replacing the Highland Station when the plan was to rehab the Station.

Relative to the Central Station, \$1,250,000 is being requested in FY 2011. The Subcommittee needs to confirm that this is not new \$'s BUT rather an advance on the \$5.2 million that is in CP for FY2015.

- **Library Requests:** Barbara Thornton reported on Library requests. (written memo provided) CPC voted to accept requests for Photocopier, Smoke/fire detectors and Exhaust Fans subject to the final review of the budget. The Elevator request (\$10k) is being questioned as a maintenance matter in that it does not appear to be a mechanical issue. Subcommittee is to follow up on this. Also, the Subcommittee will follow up on prior year balances.
- **Maintenance:** Barbara Thornton raised the issue of maintenance and where things stand. This has been an ongoing issue with minimal action. Discussions are needed. Barbara agreed to contact John Leone to get an update on the status and actions of the Maintenance Asset Committee.
- **Treasurer Request:** Steve Andrew reported on the Treasurer's request for photocopier. The Subcommittee recommended and the CPC voted to stay with the policy of a three year lease with buy out and use in the fourth year. Comments were made that copier costs are on the decline and that we should expect to get more copier for the same dollars or the same copier for less dollars. The latter is preferred.
- **Police Issues:** John FitzMaurice noted some pending issues to be discussed. The Police collect \$100k in tickets, \$65k of which is from speeding. They would like to purchase more radar units. The question is whether more units, which cost \$3,500, should be purchased as capital so that ticket revenues can be increased. On balance is the matter that they should be purchased out of the operating budget with the ticket revenue.
- **Capital vs. Operating:** John FitzMaurice, Diane Johnson and Steve Andrew are to work up a new definition of what is Capital and what is not.
- **Next Meeting:** The next meeting is scheduled for November 5, 2009 at 5PM.
- **Adjournment:** Meeting adjourned.